



Abram Bryn Gates Primary School

Charging Policy

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Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every three years.

Document Control

There is one controlled paper copy of this document located in the Headteacher's Office. An electronic version is also available on our school website. The master electronic copy is held within the Policies Folder on the Admin PC. The latest issue will be marked with the highest number, ie Issue 2 is later than Issue 1. Files in the process of being edited have the words 'In Progress' in the file name. All other copies (electronic and paper) are uncontrolled.

Document History

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Charging Policy in Connection with Education

At Abram Bryn Gates Primary School

General

- 1.1 Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for charges in connection with **school activities and school visits**.
- 1.2 The policy also reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DFE "Charging for School Activities" (November 2013).
- 1.3 The policy makes the distinction between those school activities and school visits undertaken at Abram Bryn Gates for which the governing body is prohibited from charging and those school activities and school visits for which it is permitted to charge.

Prohibition of Charges

- 2.1 This school is prohibited from raising a charge in respect of the following:-

A) Admissions

No charge shall be made in respect of admissions to the school. The only circumstances where this may not apply is when:

- i) part time education is being provided to individuals over school age;
- ii) full time education has been provided to persons over 19 years of age; and
- iii) training for members of the school workforce.

B) Provision of Education

As part of its statutory responsibilities, this school will not charge for the education of registered pupils at the school for education provided during normal hours with the exception of:

- i) Vocal or instrumental tuition provided individually or to a group of not more than four pupils, provided that the tuition is provided at the request of the pupil's parent.
- ii) The school cannot charge if the teaching is part of the national curriculum; where the tuition is part of the syllabus for a public examination for which the pupil is being prepared for by the school or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.
- iii) If the pupil is looked after by the Local Authority (within the meaning of Section 22(1) of the Children Act 1989) no charge may be made.
- iv) If the music tuition is provided out of school hours and not being aimed for public examination, then charges may be levied accordingly.
- v) The school can charge for education which is early years provision provided that the early years provision is not made in pursuance of the duty imposed by Section 7 of the Childcare Act 2006 or for early years provision for a pupil who is of compulsory school age.
- vi) No charge shall be made if it is part of the national curriculum, part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school; part of religious education or early years provision in pursuance of the duty imposed by Section 7 of the Childcare Act 2006.

C) Education provided partly during and partly outside school hours

Unless there are exceptional circumstances whereby education provided to pupils (even a residential trip) falls significantly outside of normal school hours, then the school will not charge for the service provided in accordance with Section 452 of the Education Act 1996.

D) Examinations

Charges cannot be made in respect of the entry of a registered pupil for a prescribed public examination, for which the pupil has been prepared at the school, unless the school have paid the examination fee and the pupil fails, without good reason, to meet any examination requirement for that syllabus. In such circumstance the school may recover the amount of the fee from the pupil's parents.

E) Incidental Charges

- i) The parents of pupils registered at the school may not be charged for or asked to supply any materials, books, instruments or other equipment for, or in connection with, the statutory education provided in school, or a syllabus for a prescribed examination for which the pupil has been prepared at the school.
- ii) Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the pupil, where the parent has indicated in advance of the payment that they wish the article to be owned by the pupil/parent.
- iii) Charges will not be made for transport provided for a registered pupil if the transport is incidental to the statutory education provided by the school or is required to allow a pupil to meet any examination requirement for any syllabus for a prescribed public examination for which they have been prepared by the school.

For these purposes, incidental to statutory education provision is defined as transport to and from any part of the school premises in which provision is made for these pupils, or, to and from any place outside the school premises where such provision is made.

Permitted Charges

- 3.1** Charges may be made for some activities that are known as "optional extras". Optional extras are:
- (i) Education provided outside of school time (including trips) that is not:
 - (a) part of the national curriculum;
 - (b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - (c) part of religious education.
 - (ii) Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
 - (iii) Additional transportation costs, which are not incidental to the education provided to registered pupil;
 - (iv) Board and lodging for a pupil on a residential visit;
 - (v) Music and Vocal Tuition in limited circumstances;

(vi) Certain early years provision;

(vii) The provision of facilities that can be used by the local community such as out of hours/holiday child care, summer school and sports club.

Any charge that is raised will be payable by the parents of the pupil concerned and will not exceed the actual cost of providing the optional extra.

Voluntary Contributions

- 4.1 Schools may invite parents and others to make voluntary contributions, for the benefit of the school or any other school activities. However, if the activity cannot be funded without voluntary contributions the governing body and headteacher should make this clear to parents at the outset of the fact that the activity may be cancelled if insufficient contributions are received.
- 4.2 The governing body or headteacher must also make it clear to parents that there is no obligation to make any contribution. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.
- 4.3 The information sent to parents and schools should make it clear at the outset what the policy for allocating places on school visits will be.

Remissions Policy

- 4.1 The Governing Body may contribute to (in whole or part) any charge due to the school/LEA for the cost of optional extras or payable board and lodging for a registered pupil at the school if the parents are entitled to state income benefits.

General

- 5.1 Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for remissions in connection with Education at that school.
- 5.2 This policy also reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DFE "Charging for School Activities" (November 2013).
- 5.3 This policy sets out the circumstances in which the governing body propose to remit (in whole or in part) any charge which would otherwise be payable to the governing body in accordance with the Charging Policy.

Basic Principles of Lettings at Abram Bryn Gates

5.4 If at anytime the Governing Body feel that under the circumstances any letting of the school building is to be considered it will follow its lettings policy – appendix (i).